



POLICY NUMBER: 6

POLICY TITLE:

A24GROUP ON THE CONFIDENTIALITY OF INFORMATION

WHO MUST ABIDE BY THIS POLICY?

A24GROUP – LOCUM DOCTOR’S

THE PURPOSE OF THIS POLICY:

To make it clear to locum doctor’s how they must treat information about A24Group, clients and patients.

POLICY CONTENT:

WHAT YOU MUST NOT DO

Do not discuss	- Locum Doctor’s must not discuss the affairs of A24Group, clients or patients with anybody unless they have specific and verifiable permission to do so.
Do not seek	- Locum Doctor’s must not purposely seek to obtain confidential information about A24Group, clients or patients outside of the strict scope of their job role.

WHAT YOU MUST DO

Ask advice	- Locum Doctor’s must always ask an A24Group manager for advice if they are not certain about how to deal with possibly confidential information.
Honour trust	- Locum Doctor’s must keep all information about the affairs of A24Group, clients or patients strictly confidential.
Employment requirement	- Locum Doctor’s must always remember that the requirements of this policy are also requirements for working at A24Group.
A24Group action	- Locum Doctor’s must always remember that A24Group will report the seemingly unauthorised spreading of information to clients and patients.
<p>Exceptions: This policy does not apply to cases where the holder of information knows that the law or the regulations that they work under requires them to report their knowledge.</p>	

END OF POLICY